

# GROUND RULES FOR VIRTUAL PARTICIPANTS

- Virtual participants are encouraged to turn their **video on** during the meeting
- Please keep your **audio muted** unless speaking or asked to unmute
- Please submit questions via the chat box during **Q&A sessions only**
  - This will allow for easier moderation and more robust verbal discussions
- Use the **raise hand** feature to indicate that you would like to make a comment or ask a question
  - Co-chairs will invite you to unmute when it is your turn

# GROUND RULES FOR ON-SITE PARTICIPANTS

- On-site participants may also join via Zoom if desired, but keep your Zoom audio muted
- Remember to use the **push-to-talk microphone** when speaking
- Raise your hand to indicate that you would like to make a comment or ask a question

# SUGGESTIONS FOR EVERYONE

- A lot to cover!
- Challenge ideas, not people.
- Need/want all to contribute.
- Enjoy the meeting!